

NOTICE TO COUNSEL -- COMMUNICATIONS WITH COURT AND STAFF

RE:

Civil Action No.

The above captioned case has been assigned or reassigned to my individual calendar. This notice will set forth my guidelines for communication with me and my Chambers staff during the handling of this case.

Please do not write letters directly to me or send or designate copies of correspondence among and between counsel to me except:

(1) When letters of transmittal accompany documents required to be sent or filed with the Court, in Chambers, or in another official office in the Courthouse.

(2) When counsel are specifically requested by me to communicate some information to me by letter.

(3) When the participation of counsel in the case is affected by an unexpected personal matter concerning counsel, a party, a witness, or counsel's immediate family, such as a medical problem, or other similarly personal problems or questions. (Letters regarding general professional availability, vacation plans and future trial commitments are to be directed to the Deputy Clerk)

(4) To confirm or advise me that a case has been settled, dismissed, or otherwise finally disposed of.

All other written communications with the Court concerning any case assigned to my calendar should be by the filing of a pleading, motion, application, brief, legal memorandum, busy slip, or other similar filing provided for in the Federal Rules of Civil or Criminal Procedure or our Local Rules of Civil or Criminal Procedure. Do not write letters to the Court on these subjects.

When a written communication concerning a case cannot timely address a problem, necessary telephone communications with my Chambers, regarding such things as scheduling of any conference or proceeding including pretrial, trial, attendance of witness, exhibit handling, arrangements for video replay, and/or arranging telephone conferences, should be directed to Deputy Clerk Harry Grace at (215) 597-6950. Requests for absolutely necessary extensions of time to file any response, reply, brief or memorandum of law, and the like, should be directed to the law clerk assigned.

You may use telefax: if you believe that a matter requires immediate written communication with me, and such direct contact is permitted under the terms of this letter. Please call Mr. Grace or any other chambers staff person to obtain our FAX number and make arrangements for us to receive the transmission.

Those rare communications with the law clerks on matters already in the decision-making process or on trial, should ordinarily occur only when requested by the Court or the law clerks themselves and when urgency requires. Telephone communications with the clerks should be directed first to my secretary at (215) 597-0022, who will direct the call to the law clerk or Mr. Grace as appropriate.

Your cooperation is expected and appreciated.

LOWELL A. REED, JR., S.J.

Form: (9/7/99)